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MINIMUM SUBMISSION CRITERIA FOR SITE AND CONSTRUCTION PLANS FOR
APPLICATION FOR A BUILDING PERMIT FOR ANY ONE & TWO FAMILY
DWELLING

VERY IMPORTANT NOTE: FAILURE TO SUBMIT PROPER DOCUMENTATION SHALL
DELAY PLAN REVIEW AND ULTIMATE APPROVAL FOR BUILDING PERMIT.

NOTE: STANDARD PAPER SIZE - MINIMUM 24" x 36"; MAXIMUM 36" x 48"
STANDARD SCALE TO BE LEGIBLE AND EASILY REVIEWED

THREE (3) ATTACHED SITE PLANS WITH CONSTRUCTION DRAWINGS SHOWING:

IDENTIFICATION: FOR INQUIRIES, CONTACT THE PLANNING DIVISION AT 228-868-5710
A COPY OF THE CODE OF ORDINANCE CAN BE FOUND ON THE
INTERNET @ WWW.CLGULFPORT.MS.US .

1. STREET ADDRESS: Not required at the time of submission (please provide if known), the Planning Division will assign an address during the review process, within two (2) working days of receiving the completed site plan and building permit.
2. AD VALOREM TAX PARCEL NUMBERS: Parcel numbers can be obtained at the Harrison County Tax Assessor's Office (228-865-4044) or @ WWW.CO.HARRISON.MS.US . If the property being developed has more than one ad valorem tax parcel number, then the parcel numbers will need to be combined into one, establishing one building site. The consolidation of ad valorem tax parcel numbers can be done at the Harrison County Tax Assessor's office.
3. NAME OF SUBDIVISION, BLOCK NUMBER AND LOT NUMBER
4. LEGAL DESCRIPTION OF PROPERTY: Provide a copy of an executed Warranty Deed which can be obtained from the Harrison County Chancery Clerk's office or on the Internet @ WWW.CO.HARRISON.MS.US .
5. IDENTIFICATION AND DELINEATION OF ALL SPECIAL FLOOD HAZARDS AND FLOODWAY AREAS USING THE LATEST *FIRM* AND *FLOODWAY* MAPS. Effective, November 1, 2006, the Flood Damage Prevention Ordinance requires an additional foot of elevation to the required base flood elevations on the *FIRM* maps dated October 4, 2002 and an additional six (6) inches of elevation to the required *FEMA* Advisory Base Flood Elevations dated February 1, 2006.

William H. Hardy Building. These maps can be purchased through *FEMA*. Note: An elevation certificate based on construction drawings is required for permitting. An elevation certificate for construction is required before foundation inspection. Based on the type of foundation, the elevation certificate is required before: for monolithic slab and footer prior to pour off of form boards; for chain wall foundation after chain wall is in place, prior to pouring slab; for pier foundation after the piers are in place and before the continuance of construction. A final elevation certificate for construction is required prior to final inspection certifying the finished floor elevation and all machinery/equipment and hydrostatic openings. For inquiries, contact BUILDING CODE SERVICES at 228-868-5715.

6. Contact the Department of Marine Resources for identification and delineation of all wetlands, if applicable, for a permit.

SITE: FOR INQUIRIES, CONTACT PLANNING DIVISION AT 228-868-5710

7. Overall dimensions of the property and complete dimensions of the all structures, parking spaces and pools, etc. NOTE: The Code of Ordinances, Appendix A, Comprehensive Zoning Ordinance, requires minimum lot size depending upon the zoning district.
8. Provide building height from grade.
9. Identify distance from the property line to each structure and features (pools, fences, etc.) and from structure to structure. If an addition, please delineate between existing and proposed areas. Be aware of major thoroughfare setbacks.
10. Off-street parking as required by the Comprehensive Zoning Ordinance, Appendix A. Show critical dimensions for parking spaces. Two (2) parking spaces per dwelling unit (9' x 18' per parking space) having an impervious surface – i.e. concrete or asphalt.
11. Ingress and Egress to the property showing width of lanes having an impervious surface.
12. Provide a sidewalk a minimum of 4' in width along street frontage.

DRAINAGE: FOR INQUIRIES, CONTACT DEPARTMENT OF ENGINEERING AT 228-868-5815

13. Finished Floor Elevation (FFE) of structures Mean Sea Level (MSL) particularly for all special flood hazard areas and floodways.
14. Existing and proposed grading elevations and direction of flow of surface water. Drainage Plan shall be in accordance with the approved drainage plan by the City of Gulfport for the subdivision of for the drainage area.

WATER AND SEWER: FOR INQUIRIES, CONTACT DEPARTMENT OF PUBLIC WORKS,
WATER & SEWER MAINTENANCE AT 228-868-5792.

15. Location of all existing and proposed water and sewer systems- i.e. type, size and depth of pipes.

FIRE: FOR INQUIRIES, CONTACT BUILDING CODE SERVICES-PLAN REVIEW AT
228-868-3414.

16. Location of existing and proposed fire hydrants, if applicable. NOTE: Location, number and distribution of fire hydrants shall be in accordance with the latest adopted codes. Water supply and pressure capable of supplying the required fire flow for fire protection shall be supplied to premises. Complete construction details for fire mains and hydrants shall be provided.

GENERAL NOTES:

- Developer/contractor is responsible to locate all private utilities relative to construction.
- Developer/contractor is responsible for obtaining a "will serve" letter from the city of Gulfport Water & Sewer Department prior to issuance of any permit.
- Developer/contractor is responsible for the payment of any "tap fees" providing receipt to Building Code Services prior to issuance of any permit.
- Developer/contractor must obtain an approval for any placement and sizing of culverts from the Department of Engineering. A form can be obtained from Building Code Services or the Engineering Department.
- Developer/plumber is responsible to determine if adequate slope exists to tap into the sanitary sewer system for service.
- Developer/contractor/owner shall be responsible for providing water supply and pressure capable of supplying the required fire flow for fire protection to the premises.
- Any deviation from the regulation of the Comprehensive Zoning Ordinance (Variances) and /or the subdivision regulations (re-subdivision of property) will cause a delay in obtaining a building permit for the developer/contractor/owner.

CONSTRUCTION CODE OF COMPLIANCE CHECKLIST

NOTE: Owners' and designers' names, addresses, telephone and fax numbers are a must.

Three (3) complete sets of blueprints should be drawn to scale including plans and specifications showing:

1. FOUNDATION DETAIL

- Dimensions of width and depth footing, piers, columns, chain wall and slab
- Reinforcement- proper placement, spacing, size, laps, hooks, bends, alignment
- Minimum compressive strength of concrete at 28 days
- Sub-base and base fill courses
- Vapor barrier
- Water proofing
- Foundation ventilation
- Floor joists- framing, spacing, spans, and materials (species and grade)

2. WALL SECTION DETAIL

- Identify all load bearing walls
- Identify all fire resistive walls with Underwriters Laboratories, Factory Mutual, Gypsum Association, or an independent test lab design number
Note: You may use the references in the Planning Division.
- Identify all materials which consist of the wall assembly
- Fire blocking

FLOOR/CEILING DETAIL

- Identify all fire resistive floor/ceiling with Underwriters Laboratories, Factory Mutual, Gypsum Association, or other independent test lab design number
Note: You may use the references in the Planning Division.
- Identify all materials which consist of the floor/ceiling assembly
- Fire blocking
- Draftstopping

3. ROOF/CEILING SECTION DETAIL

- Identify all fire resistive assemblies using fire resistive design numbers
Note: You may use the references in the Planning Division.
- Identifying all materials which consists of ceiling and roof systems
- Ceiling joists, rafters, trusses, etc; framing, spacing and spans and materials(species and grade)
- Roof covering materials – Class A, B, and C